



**BRANT HALDIMAND NORFOLK  
Catholic District School Board**

**Minutes**

Catholic Education Centre  
322 Fairview Drive  
Brantford, ON N3T 5M8

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**Policy Committee Meeting  
Monday, February 10, 2020 ♦ 6:00 p.m.  
Boardroom**

**Members:** **Trustees:**  
Dan Dignard (Chair), Cliff Casey, Bill Chopp, Carol Luciani, Rick Petrella

**Senior Administration:**  
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Kevin Greco, Lorrie Temple (Superintendents of Education)

**Absent:** Rob De Rubeis, Mark Watson

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**1. Opening Business**

**1.1 Opening Prayer**

The meeting was opened with prayer led by Chair Dignard.

**1.2 Attendance**

As noted above.

**1.3 Approval of the Agenda**

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of February 10, 2020 meeting.

**Carried**

**1.4 Approval of Minutes from the Policy Committee Meeting – September 26, 2019**

Moved by: Cliff Casey

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the September 26, 2019 meeting.

**Carried**

**1.5 Business Arising from the Minutes - Nil**

**2. Committee and Staff Reports**

**2.1 Procurement Policy 700.01**

Superintendent Keys highlighted the stewardship responsibility of public funds by school boards. The purpose of the policy was emphasized to promote and outline the procurement process. A summary of revisions was provided including an updated Approval Authority Schedule, Procurement Thresholds and contract management. It was noted that the policy had been renamed from Purchasing to Procurement.

Moved by: Rick Petrella

Seconded by: Bill Chopp

THAT the Policy Committee recommends that the Procurement Policy 700.01 be vetted for stakeholder input during the public consultation period.

**Carried**



## **2.2 French Immersion Program Policy 200.30**

Superintendent Temple provided an overview of the French Immersion Program across the District. The recruitment of strategy for French qualified teachers was reviewed along with measurers needed for sustaining a quality French program. Revisions to the policy included introducing a cap in the Kindergarten French Immersion program and the addition of a chart outlining subject areas.

Moved by: Cliff Casey

Seconded: Bill Chopp

THAT the Policy Committee recommends that the French Immersion Program Policy 200.30 be vetted for stakeholder input during the public consultation period.

**Carried**

## **2.3 Policy Template**

Superintendent Keys presented the revised policy template. The purpose of the template is to streamline the document and allow for easier placement of items. The template also consolidates two documents into one. Revisions also include the addition of an application, scope and forms sections.

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board adopts the new policy template.

**Carried**

## **2.4 Concussion Policy 200.08**

Superintendent Temple emphasized the board's commitment to ensuring the safety and well-being of students. The board recognized the seriousness of concussion injuries. A summary of the revisions to the policy was provided including updating the definition of a concussion, prevention strategies and return to school plan. Discussion was held regarding identifying suspected concussion and safely removing students utilizing a "red flag" protocol.

Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Concussion Policy 200.08 be vetted for stakeholder input during the public consultation period.

**Carried**

## **3. Discussion Items**

### **3.1 Communication of Policy Updates**

Director McDonald advised that the creation of a policy review schedule has been undertaken and reviewed the policy review process which includes a 60 day stakeholder feedback period and presenting new and revised policies with administrators on a regular basis.



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Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT a hard copy of all Policies and Procedures be made available for viewing at the Catholic Education Centre.

**Carried**

#### **4. Trustee Inquiries - Nil**

**Schedule of Policies on next meeting.**

#### **5. Adjournment**

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the February 10, 2020 meeting.

**Carried**